

MEMO TO: Redmond City Council

VI1

FROM: Rosemarie Ives, Mayor

DATE: April 5, 2005

SUBJECT: **Approval of Changes to the Redmond Parks and Recreation Park Use Fee Schedule**

I. RECOMMENDED ACTION

By motion, adopt the attached resolution to revise the Park User Fee Schedule as recommended by the Redmond Park Board.

II. DEPARTMENT CONTACT PERSONS

Danny Hopkins, Director of Parks and Recreation	556-2310
Tom Trueblood, Recreation Services Manager	556-2315
Lori Snodgrass, Chair, Redmond Park Board	881-7743

III. DESCRIPTION

Background:

Approximately one year ago significant changes were made in the Fees and Charges Schedule for Redmond Parks Department facilities. Due to on-going improvement projects in our facilities, it is necessary to clarify the scope and definition of one existing fee (AV equipment use) and add several new fees. These changes improve the overall administration of our rentals.

Proposed Changes

Proposed Fees

Equipment Use - AV Equipment Fees

\$10-100

Sound and video equipment was recently added to our community center. We wish to make it available for rent to community groups, but its value far exceeds the current \$10 fee. This change will allow us to offer various AV packages for rent, which will, in turn, make the facility more appealing and useful to various community groups.

Add AV Equipment Use Deposit

\$200/per contract

The new AV Equipment Use Deposit will be an effective deterrent to careless treatment of our sound and video equipment during rentals. All non-city staff users will be charged the deposit. As proven with our facilities, damage is much less likely when a deposit is at stake during a rental.

Athletic Field User Fees

Charges for high quality field usage are below market and new turf fields are in very high demand. Increased fees will help fund field monitor program that will have a positive impact on facility operations and maintenance.

Competitors Rates

Each organization has a slightly different way developing their rates. Some charge more for adults than youth, some have a resident rate, some have separate game and practice rates, others have premium field rates. The City of Redmond is significantly lower than nearby jurisdictions for adult game rental rates:

<u>City</u>	<u>Adult Game Rate</u>	<u>LIGHTS</u>
Redmond	\$18R-\$22NR/hour (plus \$6-8/hr for premium)	\$13R-16NR/hour
Bellevue	\$29-\$39/hour (depending on the field)	\$15.50/hour
Kirkland	\$25/hour	\$15/hour
King County	\$55/hour	\$19/hour
Bothell	\$25-30/hour (depending on the field)	\$13/hour
Average	\$33.50 + per hour	\$15.63/hour

Proposed Redmond Rates:

<u>ATHLETIC FEES</u>	<u>Current R</u>	<u>Current NR</u>	<u>Proposed R</u>	<u>Proposed NR</u>
Softball/baseball field	\$18/hour	\$22/hour	\$20/hour	\$30/hour
Soccer/football field	\$18/hour	\$22/hour	\$20/hour	\$30/hour
Sport field lighting	\$13/hour	\$16/hour	\$15/hour	\$18/hour
Premium Field Surcharge	\$6/hour	\$8/hour	\$6/hour	\$8/hour

Add a Field Rental Damage Deposit

\$200 per contract

With the new turf fields, it is difficult to enforce rules that keep the turf in good condition for all players and teams. A deposit will protect our fields from abnormal wear and tear and damages. Damage and cleaning deposits have been proven to be very effective in overall care of facilities in our parks system. Very few deposits are permanently withheld, and users are inclined to observe park rules.

**Add a Multi-Purpose Room rental fee
at the Old Firehouse Teen Center**

\$75/\$90 per hour

Includes billiards and sitting rooms. Establishes same fee as for the community center auditorium (which has a similar capacity).

Add Commercial Photography and Filming Permits

Still Photography Permit

\$50/up to 3 hours

Filming Permit

\$75/application fee*

(*If additional City services are required, those costs will be covered through the City's Special Events Permit process or the Parks and Recreation Park Filming Permit.)

With the popularity of filming and still photography, it is difficult to manage these user requests within our current miscellaneous use permits process, which has a minimum two-week turnaround. By developing a separate permit process staff can apply fees to the request without routing it to other divisions.

Add a Filming Permit Damage Deposit

Variable

Variable range (actual deposits are established based on the size and scope of the project. Fees can range from a few hundred dollars to the posting of a large bond).

Park Board Review and Recommendation

At its March 3, 2005 meeting the Park Board reviewed and unanimously (6-0) recommended the fee changes and additions as proposed by staff. The Board discussion centered on how the additional recourses would assist staff with maintenance and operation of the premium turf fields. Staff responded that the additional resources will, in part, fund additional supplemental staff to be at the field sites and to provide customer service to user groups. With on-site monitoring potential damage to the field or improper practices by users would be reduced. There was also discussion about deposits, including the filming deposit. The Board was concerned that the deposit be appropriate for smaller users such as individual photographers and suggested a variable deposit fee.

Methodology:

Setting park fees is more of an "art than a science," but there is a clear process. Each of the following elements has been completed, in preparation for this recommendation:

- A specific survey of fees and charges from nearby or like organizations and agencies, to establish a "market" for various facilities and services.
- An estimation of the direct cost of providing service in support of the reserved use (in the case for the premium field fee increase - the cost of providing additional staffing).
- The current charges and the impact of a significant increase or decrease to major users or to the revenue base that is already built into our operating budget.

IV. IMPACT

A. Financial

The increase in field use fees is intended to provide funding for an expanded customer service program, with additional supplemental staff that would monitor field rentals and assist users in understanding and adhering to park use rules. In a similar respect the damage deposits are intended to help encourage users to respect the facilities and equipment in use.

B. Service

Service to the public will improve as increased funding will be used for expanded customer service contacts. Also the fee for rental of the teen center has been standardized, so that the costs are the same as for similar facilities at the community and senior centers.

VI. ALTERNATIVES

The City Council may choose to make changes to the proposed Fee Schedule prior to approval or may direct staff to bring back a new draft.

VII. TIME CONSTRAINTS

If the new Use Fee Schedule is approved tonight it will be effective May 1, 2005.

VII. ATTACHMENTS

- A. Park Board background memo – Recommendation on Suggested Changes to Park Use Fee Schedule.
- B. Draft Resolution
Exhibit 1 - Attachment to Resolution

/s/ Danny Hopkins, Director of Parks and Recreation

Date: 03/25/2005

Approved for Council Agenda: /s/ Rosemarie Ives, Mayor

Date: 03/28/2005

ATTACHMENT A

Memo to: Redmond Park Board

Through: Danny Hopkins, Director of Parks and Recreation

From: Tom Trueblood, Manager of Recreation Services

Date: March 1, 2005

RE: Recommendation for Suggested Changes to
Park Use Fee Schedule

RECOMMENDED ACTION

By motion, recommend the following revisions to the Park User Fee Schedule.

COMMENTS ON SELECTED FEE CHANGES AND ADDITIONS

Approximately one year ago, significant changes were made in our Fees and Charges for Redmond Parks Department facilities. Due to on-going improvement projects in our facilities, it is necessary to clarify the scope and definition of some of our fees. These changes are minor, but improve the overall administration of our rentals.

<u>Proposed Changes</u>	<u>Current</u>	<u>Proposed</u>
Equipment Use or AV Equipment Fees	\$10	\$10-\$100
<p>Sound and video equipment was recently added to our community center. We wish to make it available to rental and community groups, but its value far exceeds the current \$10 fee. This change will allow us to offer various AV packages to our rental groups, which will in turn, make the facility more appealing and useful to various community groups.</p>		
Add AV Equipment Use Deposit	N/A	\$200/per contract

The new AV equipment Use deposit will be an effective deterrent to careless use of our expensive sound and video equipment during rentals. All users outside immediate City use will be charged the deposit. As proven with our facilities, damage is much less likely when a deposit is at stake during a rental.

Athletic Field User Fees

Charges for high quality field usage below market and new turf fields in very high demand. Increased, these fees will help fund the field monitor program that will have a positive impact on facility operations and maintenance.

ATHLETIC FEES	Current R	Current NR	Proposed R	Proposed NR
Softball/baseball field	\$18/hour	\$22/hour	\$20/hour	\$30/hour
Soccer/football field	\$18/hour	\$22/hour	\$20/hour	\$30/hour
Sport field lighting	\$13/hour	\$16/hour	\$15/hour	\$18/hour
Premium Field Surcharge	\$6/hour	\$8/hour	\$6/hour	\$8/hour

Add a Multi-Purpose Room Rental Fee N/A \$75/\$90 per hr
At the Old Firehouse Teen Center

(Similar capacity to auditorium and includes pool & sitting rooms)

Add a Field Rental Damage Deposit N/A \$200 per contract

With the new turf fields, it is difficult to enforce rules that keep the turf in good condition for all players and teams. A deposit will be an easier way to protect our fields from abnormal wear and tear and broken rules that result in damage. Damage and cleaning deposits have been proven to be very effective in overall care of facilities in our parks system. Very few deposits are permanently withheld, and users are more careful to observe park rules.

Sport Field Rental Deposit – This will encourage users to abide by park rules and provide us easier ways to collect fee for misuse of fields.

Add Photography and Filming Permits

Still Photography Permit	N/A	\$50/up to 3 hours
Commercial Filming Permit	N/A	\$75/application fee*

(If additional City services are required, those costs will be covered through the City's Special Events Permit process or the Parks and Recreation Park Filming Permit.)

With the popularity of filming and still photography and the need for a quick turnaround, it is difficult to manage this user request within our current miscellaneous use permits process (which has a minimum two-week turnaround).

Add a Filming Permit Damage Deposit N/A

A deposit will be an easier way to protect our parks and facilities from damage and cleaning deposits and have proven to be very effective in overall

care of parks and facilities in our parks system. Very few deposits are permanently withheld, and users are more careful to observe park rules.

Methodology:

Setting park fees is more of an "art than a science," but there is a clear process. Each of the following elements goes into establishing a fair and reasonable fee for use of park and recreation facilities:

- A specific survey of fees and charges from nearby or like organizations and agencies, to establish a "market" for various facilities and services.
- An estimation of the direct cost of providing service in support of the reserved use (for example the power charge for athletics lights, or the actual administrative costs of processing a use permit).
- The current charges and the impact of a significant increase or decrease to the user (such as youth athletic organization) or to the revenue base that is already built into our operating budget.

As is the case with most park and recreation departments, staff then uses professional judgment to "blend" these factors into a fee schedule, that is deemed "fair and reasonable" and is competitive in the market so as to not drive away customers to another provider. Another consideration is to make the fee schedule consistent and easy for customers and staff to understand and administer.

ATTACHMENT B

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, AMENDING THE PARKS AND RECREATION DEPARTMENT USER FEE SCHEDULE ADOPTED BY RESOLUTION NO. 1072 AND PREVIOUSLY AMENDED BY RESOLUTIONS NOS. 1140 AND 1181.

WHEREAS, Resolution No. 1072, passed by the City Council on June 16, 1998, adopted a comprehensive user fee schedule for the Parks and Recreation Department, and

WHEREAS, Resolution No. 1140, passed by the City Council on November 20, 2001, amended and updated the user fee schedule, and

WHEREAS, Resolution No. 1181, passed by the City Council on March 2, 2004, amended and updated the user fee schedule, and

WHEREAS, the Redmond Park Board, on March 3, 2005, has unanimously recommended that the fee schedule be further amended and the City Council concurs in that recommendation, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Fee Schedule Amended. The Comprehensive Use Fee Schedule for the Parks and Recreation Department, as adopted by Resolution No. 1072 of the City Council and as previously amended by Resolution Nos. 1140 and 1181, is hereby further amended to read as set forth on Exhibit 1 attached hereto and incorporated herein by this reference as if set forth in full. All provisions of Resolution No. 1072 shall continue to apply to the Comprehensive User Fee Schedule.

Section 2. Effective Date. The Comprehensive User Fee Schedule attached hereto shall apply to all services rendered by the Parks and Recreation Department on and after May 1, 2005 and for which the fee has not been collected prior to that date.

RESOLVED this 5th day of April 2005.

APPROVED:
/s/ MAYOR, ROSEMARIE IVES

ATTEST/AUTHENTICATED:
/s/ CITY CLERK, BONNIE MATTSON

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
EFFECTIVE DATE:
RESOLUTION NO. ____

EXHIBIT 1
PARK FEES

FEE TYPE	CURRENT RESIDENT	CURRENT NON-RES	PROPOSED RESIDENT	PROPOSED NON - RES	COMMENTS
GENERAL RESERVED USE					
Processing Fee	\$5	\$5	\$10	\$10	non refundable
Change Fee			\$10	\$10	per request - new fee
Equipment Use/Office or AV equip	\$10	\$10	\$10-\$100	\$10-\$100	per use - new fee
Equipment Use/ Athletic			various	various	depends on type - new fee
Equipment Use Deposit			\$200	\$200	per contract
ATHLETIC FEES					
Softball/baseball field	\$18	\$22	\$20	\$30	per hour/ 2 hour minimum
Soccer/football field	\$18	\$22	\$20	\$30	per hour/2 hour minimum
Courts (tennis, volley and pickle) none	\$8	\$10	\$8	\$10	per hour/2 hour minimum
Sport field lighting	\$13	\$16	\$15	\$18	per hour
Tennis court lighting	\$4	\$6	\$4	\$6	per hour
Premium Field Surcharge	\$6	\$8	\$6	\$8	change to per hour
Field Rental Damage Deposit			\$200	\$200	per contract
OUTDOOR FACILITIES					
Picnic Shelters - half day	\$55	\$66	\$75	\$90	per date
Picnic Shelters - full day	\$110	\$132	\$150	\$180	per date
Horse Arena	\$15	\$18	\$25	\$30	per hour
Outdoor Ed. Areas	\$15	\$18	\$25	\$30	per hour
INDOOR FACILITIES -General					
Meeting Rooms all facilities	\$22	\$26	\$30	\$36	per hour
Kitchens (senior and comm. Ctrs	\$22	\$26	\$30	\$36	per hour
Senior Center - block schedule					
North bldg (fri. sat. sun.)	\$594	\$720	\$594	\$720	block
Add'l hour(s)	\$99	\$120	\$99	\$120	block
Old Redmond Schoolhouse CC					
Class/meeting rooms	\$22	\$26	\$30	\$36	per hour

EXHIBIT 1
PARK FEES

FEE TYPE	CURRENT RESIDENT	CURRENT NON-RES	PROPOSED RESIDENT	PROPOSED NON - RES	COMMENTS
Auditorium	\$55	\$66	\$75	\$90	per hour - 3 hour minimum
Gymnasium	\$33	\$40	\$75	\$90	per hour - 2 hour minimum
Old Firehouse Media Lab					
Recording Studio - teen	\$17	\$20	\$17	\$20	per hour
Recording Studio - adult	\$21	\$25	\$21	\$25	per hour
Lockout Rate	\$200	\$240	\$200	\$240	
Multi-Purpose Room Rental Fee			\$75	\$90	per hour
PHOTO AND FILMING					
Photography and Filming Permits					
Still Photography Permit			\$50	\$50	up to 3 hours
Commercial Filming Permit			\$75	\$75	application fee
Filming Permit Damage Deposit			variable	variable	actual dep. - est. based on size and scope of project
OTHER DEPOSITS					
Picnic Shelters			\$50	\$50	
Meeting/classroom/kitchens	\$50	\$50	\$50	\$50	
Ongoing rentals			\$200	\$200	
Large Group facilities	\$200	\$200	\$200	\$200	
Senior Center with alcohol	\$300	\$300	\$400	\$400	
NON TRADITIONAL USE					
Application fee	\$25	\$25	\$25	\$25	non refundable
Regular facility fees apply, plus:					
Staffing fee	cost per	cost per	cost per	cost per	
Site impact fee	cost per	cost per	cost per	cost per	
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